This checklist is adapted from the State’s issued guidelines for this sector and is supplemental to the Guidance for Restaurants, Bars, and Wineries. The checklist is a summary and contains shorthand for some parts of the guidance. Businesses should be familiar with the guidance before completing this checklist. **NOTE:** Restaurants, bars, and wineries are encouraged to continue takeout and delivery service whenever possible.

**CONTENTS OF WRITTEN WORKSITE SPECIFIC PLAN**

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent the spread of the virus.
- Training and communication with employees on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate workplace contacts of infected employees until they are tested.
- Be aware of Cal/OSHA requirements to conduct site-specific hazard assessments and develop and implement an effective plan to protect employees.

**TOPICS FOR EMPLOYEE TRAINING**

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- If animals are kept on the premise, provide information on how to prevent the spread of COVID-19 between people and animals.
- Review the importance of not coming to work if presenting any symptoms related to COVID-19.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- Enhanced sanitation practices.
- Physical distancing guidelines.
- Proper use and washing of face coverings.
- Ensure temporary and contract workers at the facility are trained in COVID-19 prevention policies.
- Provide information on employer or government-sponsored leave benefits relating to COVID-19.

**INDIVIDUAL CONTROL MEASURES AND SCREENING**

- Implement screening procedures for all workers before they begin their shift.
- Encourage workers, volunteers, and visitors who are sick or exhibiting symptoms of COVID-19 to stay home.
- Provide and ensure that workers and volunteers have the required protective equipment.
COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR RESTAURANTS, BARS, AND WINERIES

☐ Consider where disposable gloves may be helpful to supplement frequent handwashing or use of hand sanitizer.
☐ Encourage the use of face coverings when around other employees or patrons.
☐ Servers, bussers, bartenders, and other workers moving items used by customers or handling trash bags should use disposable gloves and aprons and that are changed frequently.
☐ Dishwashers should use equipment to protect the eyes, nose, and mouth from contaminant splash using a combination of face coverings, protective glasses, and/or face shields. Dishwashers must be provided impermeable aprons and change them frequently.
☐ Display signage at entrances and highly-visible locations to remind the public to practice physical distancing, wear face coverings, and to practice good hygiene.
☐ Guests and visitors should be screened for symptoms upon arrival, asked to use hand sanitizer, and to wear a face covering when not eating or drinking.
☐ Display a set of clearly visible rules for guests at entrance(s) that are to be a condition of entry.

CLEANING AND DISINFECTING PROTOCOLS

☐ Increase fresh air circulation by opening windows or doors, if possible.
☐ Frequently clean and disinfect commonly touched surfaces such as customer waiting areas and lobbies, break rooms, lunch areas and areas of ingress and egress including host stands, entry ways, stairways, stairwells, escalators, handrails, and elevator controls. Frequently disinfect commonly used surfaces including doors, door handles, crash bars, light switches, waiting area chairs, credit card terminals, ATM PIN pads, receipt trays, bus tubs, serving trays, phones, toilets, vehicle keys, and handwashing facilities.
☐ Frequently clean items touched by patrons, especially those that might attract contact from children.
☐ Clean touchable surfaces between shifts or between users, whichever is more frequent.
☐ Avoid sharing audio equipment, phones, tablets, laptops, desks, pens, and other work supplies wherever possible.
☐ Discontinue shared use of audio headsets and other equipment between employees unless the equipment can be properly disinfected after use.
☐ Provide time for workers to implement cleaning practices during their shift.
☐ Equip spaces such as dining and tasting rooms, bar areas, host stands, and kitchens with proper sanitation products.
☐ Continue to follow existing codes regarding requirements for sanitizing (rather than disinfecting) food contact surfaces.
COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR RESTAURANTS, BARS, AND WINERIES

☐ Provide menus via alternative, low-touch methods, if possible, such as disposable paper menus, non-touch chalk or white boards, and digital menus that customers can view on a personal electronic device.

☐ Discontinue pre-setting tables with napkins, cutlery, glassware, food ware, etc.

☐ Suspend use of shared food items such as condiment bottles, salt and pepper shakers, etc.

☐ Pre-roll utensils in napkins prior to use by customers.

☐ Reusable customer items including utensils, food ware, breadbaskets, etc., must be properly washed, rinsed, and sanitized.

☐ Takeout containers must be filled by customers and available only upon request.

☐ Dirty linens used at dining tables such as tablecloths and napkins should be removed after each customer use and transported from dining areas in sealed bags.

☐ Thoroughly clean each customer dining/drinking location after every use.

☐ Consider using disposable seat covers, particularly on porous surfaces.

☐ Close areas where customers may congregate or touch food or food ware items that other guests may use.

☐ The areas that should be closed include but are not limited to:
  - Self-service areas with condiment caddies, utensil caddies, napkins, lids, straws, water pitchers, to-go containers, etc.
  - Self-service machines including ice, soda, frozen yogurt dispensers, etc.
  - Self-service food areas such as buffets, salsa bars, salad bars, snack areas, etc.

☐ Discontinue tableside food preparation and presentation such as food item selection carts and conveyor belts, guacamole preparation, etc.

☐ Do not leave out after-meal mints, candies, snacks, or toothpicks for customers.

☐ Install hand sanitizer dispensers, touchless if possible, at guest and employee entrances and contact areas.

☐ Consider discontinuing use of shared entertainment items that are difficult to properly clean and disinfect such as board games, books, etc.

☐ Follow CDC guidelines to ensure that all water systems are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.

☐ Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and follow product instructions.
PHYSICAL DISTANCING GUIDELINES

- Prioritize outdoor seating and curbside pickup to minimize cross flow of customers in enclosed environments.
- Consider providing takeout, delivery, and drive through options for customers whenever possible.
- Eliminate person-to-person contact for delivery of goods whenever possible.
- Encourage reservations and appointments when possible to allow for time to disinfect eating and drinking areas.
- Consider allowing customers to order ahead of time.
- Ask customers to wait in their cars or away from the establishment while waiting to be seated.
- Adjust maximum occupancy rules inside the establishment based on its size to limit the number of people inside.
- Limit the number of patrons at a single table to a household unit or patrons who have asked to be seated together.
- Implement measures to ensure physical distancing of at least six feet between workers and customers/single groups.
- Install physical barriers or partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.
- Any area where guests or employees queue should also be clearly marked for appropriate physical distancing.
- Establish one-way directional hallways and passageways for foot traffic, if possible.
- Guests should enter through doors that are propped open or automated, if possible.
- Remove tables and chairs from dining areas so that six feet of physical distance can be maintained for customers and employees, when possible.
- Discontinue seating customers and/or groups at bar counters, sushi preparation bars, etc., where they cannot maintain at least six feet of distance from employee work areas/stations.
- Discontinue open seating.
- Discourage customers from ordering at the bar and instead usher guests directly to their tables.
- Adjust music volume so that employees can maintain distance from customers to hear orders.
- Implement peak period queueing procedures, including a host to remind guests to queue with at least six feet of distance between groups outside or in waiting areas.
- Limit the number of employees serving individual customers or groups.
- Encourage the use of credit cards and contactless payment systems.
- Face coverings are strongly encouraged for all employees; however, they are required for any employee (e.g., server, bartender, manager, busser, food runner, etc.) who must be within six feet of customers or other workers.
COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR RESTAURANTS, BARS, AND WINERIES

☐ Physical distancing protocols should be used in any office areas, kitchens, pantries, walk-in freezers, or other high-density, high-traffic employee areas.
☐ Employee pre-shift meetings and trainings should be conducted virtually or in areas that allow for appropriate physical distancing between employees.
☐ Stagger employee breaks, in compliance with wage and hour regulations.
☐ Reconfigure office spaces, lobbies, beverage bars, kitchens and workstations, host stand areas, and other spaces wherever possible to allow for at least six feet of distance between people dining, working, and passing through areas for entry and exit.
☐ Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks.
☐ Reconfigure kitchens to maintain physical distancing in those areas where practical.
☐ Discourage food preparation employees from changing or entering others’ workstations during shifts.
☐ Discourage employees and guests from congregating in high traffic areas such as bathrooms, hallways, bar areas, reservation and credit card terminals, etc.
☐ Require employees to avoid handshakes and similar greetings that break physical distance.
☐ Employees should not open the doors of cars or taxis.
☐ Discontinue activities that encourage movement and shared items between guests including karaoke singing, open mic performances, trivia activities, mixers, pub crawls, etc.
☐ Discontinue services and activities that carry an increased risk of contamination from sharing and splashing and such as drinking games and/or contests, drop shots, etc.
☐ Consider limiting excessive consumption of alcohol that could deter guests’ compliance with these guidelines.
☐ Close dance floors and discontinue performances such as musical or dance acts that encourage large gatherings.

ADDITIONAL CONSIDERATIONS FOR TASTING ROOMS

☐ Provide a clean glass for each tasting and, if possible, do not pour beverages into a glass that a customer has already used.
☐ Discontinue the use of communal dump buckets, spit buckets, spittoons, etc.
☐ Do not touch beverage container necks to cups, glasses, etc., when pouring wine, beer, or spirits.
☐ Take measures to ensure that tasting group appointment times do not overlap.
☐ Discontinue tours that combine individuals from different households into the same tour group.